

INSTALLATION CLEARANCE RECORD (CIVILIAN)

Fort Sill, Oklahoma

PRIVACY ACT STATEMENT		
<ul style="list-style-type: none"> Authority: Title 5, USC, Section 6311 Purpose: To verify employee has cleared all appropriate agencies. Uses: Use of this information is by management and your payroll office to ensure all records are properly cleared when departing the activity's employment. Disclosure: Voluntary. 		
NAME	SSN	GRADE
ORGANIZATION	TO DEPART (Time & Date)	
AUTHORITY FOR DEPARTURE	NEW DUTY STATION	

CHECKLIST			
FACILITY		SIGNATURE	DATE
1. Occupational Health, Bldg 4300			
2. Civilian Pay, CSR, McNair Hall			
3. Activity Administrative Office			
• Government Credit Card	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Government ID Turned In?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Hand Receipt Cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Key Custodian Cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• IASO (Passwords Deleted?)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. DOIM			
• Electronic Mail Account	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• FORTEZZA Card	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Telephone Pin Number	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5. DOC, Agency Program Coord (APC) Government Purchase Card	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. DPS Vehicle Registration Office (Bldg 1670) Vehicle Registration Decal	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>I have turned in or properly transferred all classified documents except those which pertain to my official duties and for which, I as an individual, have been designated the authorized custodian; I have discharged all personal debts admittedly due and payable at this time in this area or have made satisfactory arrangements with the persons or organizations concerned for the payment of same; and I have further notified of my next station or post address, all other persons who are known to be presently asserting claims or demands against me or who hold instruments of indebtedness made or indorsed by me. I understand that this clearance does not relieve me of any pecuniary charges for government property which has been or may be raised on a report of survey or Report of Board of Officers in lieu of Report of Survey.</p>			
<p>REMARKS (To ensure final pay is received, you must personally clear through the customer service representative (CSR), civilian pay, 442-3418 (voice mail), as annotated in Block 2 above.)</p>			
EMPLOYEE'S SIGNATURE			DATE
SUPERVISOR'S SIGNATURE			DATE